

Update to Section 1 of the
Grants Making Handbook for Regional Arts Partners,
Appendix H of the Policy Manual for the Regional Partnership Initiative

Developing Grant Guidelines

The following information is provided to guide the creation and editing of grant program guidelines and application forms. This information is also available on diskette so that you may cut and paste as necessary. Although the Commission will provide updates to this information as changes occur, RAPs are encouraged to check if questions arise.

Content

- All of the following items are required in all RAP guidelines for project and operating support grants, unless otherwise noted.
- In some cases the items may be reworded.
- All items may be reordered.

General

All RAP guidelines must include the IAC logo and name on the cover.

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1. About the Indiana Arts Commission

A. Overview

The Indiana Arts Commission (IAC), a state agency, was established in 1969 to increase the support, awareness, and outreach of the arts in communities across the state. The Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts (NEA).

The agency is governed by a 15-member board of directors appointed by the Governor of the State of Indiana to four-year terms. A professional staff and over 100 Hoosier volunteers from all walks of life support the Commission's programs and services. The Commission holds quarterly business meetings in various locations of the state; these meetings are open to the general public for observation.

B. Goals

The Indiana Arts Commission has four major goals:

1. Support the Regional Partnership Initiative;
2. Increase public awareness of the arts and the role of the IAC;
3. Support arts education statewide; and
4. Support individual artists.

C. Overview of the Regional Partnership Initiative, Map, and Roster

(Please double-check the map/roster before printing.)

In 1997 the Indiana Arts Commission and 12 community-based organizations jointly established the Regional Partnership Initiative, a collaborative project to enhance support for arts and cultural activities statewide, especially in underserved areas. The partnership was developed to address issues that arose during the IAC's 1995 strategic planning process: 1) the desire for easy access to quality technical assistance that would further the financial, managerial, and artistic development of arts providers, and 2) the desire for more local control in the allocation of state resources for the arts.

Each of the 12 Regional Arts Partners works in cooperation with the IAC to provide four core services to artists, arts providers, and arts consumers in a specific multi-county region of Indiana. The core services include cultural planning, grants making and management, information and referral, and technical assistance. Regional cultural planning efforts began in 1998. The Regional Arts Partners use information about the needs of local artists, arts providers, and arts consumers to develop and provide services.

Beginning in July 1999, the IAC has provided regional block grant funds to all Regional Arts Partners for regranting to arts providers within their regions. This means that applicants for Arts Organization Support (levels I and II) and applicants for Arts Project Support who have in the past applied to the IAC, now submit their applications to the Regional Arts Partner which serves the county in which the applicant is located. The IAC continues to directly fund statewide arts institutions and large multi-regional arts providers.

D. Grant Making Philosophy

The Indiana Arts Commission and all Regional Arts Partners recognize the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within each region. Grants will serve as an incentive for developing and strengthening the capacity of communities to plan and implement quality arts activities. All funding decisions will be made in open processes that meaningfully involve citizens in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

E. Conflict of Interest Policy

Board members, staff, and volunteers of the Indiana Arts Commission and all Regional Arts Partners must declare conflicts of interest which may preclude their impartial participation in decisions concerning state or regional policies, services, or the allocation of statewide or regional arts funding. These individuals cannot participate in related discussions or decisions when a conflict of interest is declared. Contact the IAC and/or your local Regional Arts Partner for more information.

2. General Information

A. General Eligibility

To be eligible to apply, organizations:

1. Must be either an Indiana public agency (part of city, county, or state government) OR a private, nonprofit, tax-exempt organization OR part of a larger Indiana public agency or tax-exempt nonprofit organization with a separately identifiable organizational structure, governing body, and financial reporting system.
2. Private nonprofit organizations must be incorporated in the state of Indiana at the time of application, and have received recognition of tax-exempt status from the Internal Revenue Service (IRS). In some cases, an eligible tax-exempt organization may act as a fiscal sponsor for an organization that has not yet secured tax-exempt status.
3. Must be in good standing with the IAC and the Regional Arts Partner, and in compliance with all IAC requirements.
4. Must be Indiana-based and have an Indiana address within the IAC regional area in which application is made. Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an IAC regional address, and provide arts activities in that region to be eligible.

B. Local Match Requirements and Exceptions

(May be reworded.)

All applicants must provide some level of match. In general:

1. Applicants must match IAC Regional Partnership funds on a dollar-for-dollar basis;
2. The match may be a combination of cash and the value of necessary donated goods and services (in-kind); and
3. At least 50% of the local match must be cash.

Exceptions:

1. State colleges and universities must match each IAC dollar with at least one dollar cash from documented non-state funds.
2. State agencies must match each IAC dollar with at least two dollars cash from documented non-state funds.

C. General Restrictions

Regional Partnership Initiative funding cannot be used for:

1. Cash reserves; deficit reduction, or deficit elimination;
2. Events in private dwelling places or other locations not open to the general public;
3. Consumable supplies and materials not directly related to the project;
4. Capital acquisitions (purchase of artwork, etc.); capital expenditures; restoration, or new construction of buildings;
5. Costs of receptions, food, or beverages;
6. Travel outside the United States;
7. Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
8. Activities not associated with arts programs and services;
9. Projects to be delivered outside the state of Indiana;
10. Project expenses outside the state fiscal year (July 1-June 30); and
11. Private functions, religious services, lobbying activities, any non-public activity or activities that are solely for the purpose of fundraising;

D. Presenting and Touring Restrictions

PRODUCER: An organization that creates or organizes arts performances, exhibits, readings, screenings, etc., which will be provided to audiences located outside the area in which the producer is based.

PRESENTER: An organization that enters into a purchase of service contract with a producer in order to provide arts performances, exhibits, readings, screenings, etc., created or organized by the producer, to audiences located within the service area of the presenter.

Producers seeking Arts Organization Support (AOS) or Arts Project Support (APS) must describe their proposed touring activities in the application narrative and in the project timetable, and include touring expenses and income in the proposed budget. Producers receiving AOS or APS funding are expected to utilize this funding to subsidize a portion of the total cost of each presenter-sponsored tour or presentation.

Presenters seeking to purchase touring services from Indiana-based producers which receive AOS or APS grants in the same fiscal year CANNOT apply for additional AOS or APS funding to support any portion of the final negotiated fee. Before submitting an application for this type of support, verify that the Producer does not receive AOS or APS funding by checking with the producer or with the Regional Arts Partner.

3. About the Arts Organization Support (AOS) Grant Program

A. Description of Eligible Activities

(May be reworded.)

The Arts Organization Support (AOS) program provides support for the ongoing artistic and administrative functions of Indiana arts organizations for a full year of services. Operating expenses may include but are not limited to salaries, administrative fees, staff development and training, space and equipment rental, promotion, and production costs, etc., needed to support the organization's yearly activities.

B. Objectives

(May be reworded, except the definition of "underserved communities" must remain as worded)

To provide general public access to quality arts and cultural activities with special attention to underserved communities. "Underserved communities" include people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability, or other circumstances.

C. Levels

(Optional. If you eliminate levels, all operating support applicants must meet the requirements for Level II.)

Level I Small to mid-sized arts organizations having at least a one-year history of service delivery and basic management controls.

Level II Small to mid-sized arts organizations having more than one year of history, a strategic plan, and an annual financial audit.

D. Who May Apply

(Level I -- Required section and wording if utilizing two levels. If removing levels in operating support, applicants must meet level II requirements. Level II -- Required section and wording.)

All organizations must meet four general requirements to apply. (See page xx.) In addition, there are specific requirements for each level of funding.

AOS Level I Eligibility Requirements

In addition to the general eligibility requirements on page xx, an organization applying in this category:

1. has arts programming and/or service as its primary mission;
2. has at least a one-year history of arts programming/service delivery since date established;
3. carries out an annual process for program planning and evaluation with input from the community to be served;
4. has a governing body that is representative of the organization's service area;
5. has an annual independent examination of finances (may be an audit, review, or compilation); and
6. has no delinquent IAC or Regional Arts Partner final grant reports.

AOS-Level II Eligibility Requirements

In addition to the general eligibility requirements on page xx, an organization applying in this category:

1. meets all Level I requirements, plus:
2. has more than a one-year history of arts programming/service delivery since date established;
3. has operated for at least one year according to a strategic or long-range plan adopted by the governing body;
4. has an annual independent financial audit conducted by a CPA (not a review or compilation);
5. has a paid administrative staff person who reports to the governing body.

E. Grant Amounts

Maximum Request

(Optional.)

Level I: Up to 20% of projected operating expenses OR \$20,000, whichever is less.

Level II: Up to 20% of projected operating expenses OR \$100,000, whichever is less.

Minimum Request

(Optional.)

The minimum request is \$1,000 for either category.

F. Local Match Requirements

(Optional. RAP must ensure one-to-one match for State regional block grant money.)

Local matching funds are required. See page xx.

G. Application Deadline and Grant Period

(Optional.)

Refer to your Regional Arts Partner's cover letter for the FY20xx AOS application deadline.

All FY20xx AOS activities must take place between July 1, 20xx and June 30, 20xx.

H. Restrictions

- See page xx for General Restrictions.
- AOS grantees may not receive APS support in the same fiscal year.

4. About the Arts Project Support (APS) Grant Program

A. Description of Eligible Activities

(May be reworded, except the definition of "non-arts organizations" must remain as worded.)

The Arts Project Support Program (APS) provides funding to Indiana arts and "non-arts organizations" (*) to support a distinct aspect of the organization's arts activities, such as a one-time event, a single production, an exhibition, an educational seminar, or series of related arts activities, such as art classes or training sessions. Projects may include, but are not limited to: concerts, theater productions, visual art exhibits, presenter touring programs, artist residencies in schools or other community settings, or a broad range of arts-related services for Indiana citizens, artists, arts organizations, and communities.

- (*) "Non-arts organizations" do not have the arts as their primary mission. They include pre-K, elementary, secondary schools, and, in some cases, colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; professional associations; public libraries; public broadcast stations; health and human service agencies; and other public agencies and private nonprofit tax-exempt community-based organizations.

B. Objectives

(May be reworded, except the definition of "underserved communities" must remain as worded.)

To provide general public access to quality arts and cultural activities, with special attention to underserved communities. "Underserved communities" include people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability, or other circumstances. To provide general public access to educational opportunities where Indiana citizens of all ages can learn about and experience different art forms and participate in arts activities.

C. Who May Apply

(May be reworded.)

All organizations must meet the four general requirements on page xx to apply.

(May be reworded.)

In this category, an organization that meets the eligibility requirements on page xx may act as a fiscal sponsor for an organization that has incorporated as an Indiana nonprofit but has not yet received its tax-exempt status. When this happens, the fiscal sponsor is the applicant of record. (See Appendix A. for more information about fiscal sponsor responsibilities.)

D. Grant Amounts

Maximum Request

(Optional.)

Up to 50% of allowable project expenses or \$20,000 whichever is less.

Minimum Request

(Optional.)

The minimum request is \$1,000.

Your request must be based on the budget for the project and not the entire budget for your organization.

E. Local Match Requirement

(Optional. RAP must ensure one-to-one match for State regional block grant money.)

Local matching funds are required. See page xx for instructions.

F. Application Deadline and Grant Period

(Optional.)

Refer to your Regional Arts Partner's cover letter for the FY20xx APS application deadline

All FY20xx APS projects must take place between July 1, 20xx and June 30, 20xx.

G. Restrictions

- See page xx for General Restrictions.
- APS grantees may not receive AOS support in the same fiscal year.

5. How to Complete and Submit an Application

A. Getting Started

(Optional.)

Please read the guidelines, instructions, and application form before beginning. Contact your Regional Arts Partner if you have any questions.

B. About Grant Writing

(May be reworded.)

Grant writing does not require specialized training or expertise. To assist all applicants, the Regional Arts Partner will conduct information sessions and offer one-on-one consultations. In addition, staff members are only a phone call away if you have any questions about information contained in this packet. Staff members are eager to help you present your proposal in the best possible light for panel review. Successful grant applications contain clear, concisely written descriptions of arts programming, agency operations and management, and community outreach that demonstrate how a grant proposal meets all guidelines and evaluation criteria.

C. Helpful Hints

(Optional.)

- Read the guidelines thoroughly before you begin to write the application. Follow the application instructions carefully. There are both general instructions and program-specific instructions. Call the Regional Partner for clarification or with questions.
- Remove the application form from this packet and photocopy it several times before attempting to complete. This allows you to make revisions and complete a rough draft before transferring the information into a typed draft.
- Write the application with the assumption that its reader does not know the applicant organization. Avoid jargon or abbreviations that are not familiar to the general public.
- Have someone not closely associated with the applicant organization read a draft of the application to see if it communicates what is intended.
- Construct your budget based upon artistic and organizational goals. Estimate your expenditures and revenues realistically.
- Keep a copy of the completed, signed application for your files.

D. General Instructions

(Optional.)

1. All applications must be typed or computer-generated. Handwritten applications will not be accepted. Use typeface or fonts no smaller than 10-point.
2. Copies should be two-sided, if possible. Make sure the photocopy is clear and readable.
3. Submit xx completed application sets. One set must have an original ink signature on page 1.
4. Staple each application set together in the upper left-hand corner.

5. Submit only the requested information and materials. Including additional materials can make your application ineligible.
6. Apply by the appropriate deadline; late applications will be returned without further consideration.

E. Application Instructions
(Match to grant application.)

Disclosure Statement

All information provided on this application is disclosable under the Access to Public Records Act, IC 5-14-3. Some information provided will be listed on the Web page, www.IndianaArts.org.

Please read the entire guidelines, instructions, and application packet before beginning. If you are unsure about the category appropriate to your needs, the status of your organization, or have other questions, please call your Regional Arts Partner for assistance. All applications must be typed. Handwritten applications will not be accepted. Use typeface or fonts no smaller than 10-point. The following instructions correspond to the numbered items in Sections A.- xx. on the FY20xx Application, pages xx-xx.

SECTION A. GRANT REQUEST INFORMATION

1. Grant Program - Check the box that corresponds to the type of funding you are seeking. Select one program only. If this is an application for AOS indicate the level.
2. Amount Requested - Enter the amount shown on line 26 of the Budget Summary (page xx).
3. Beginning and Ending Dates - If requesting APS, enter the month, day, and year the project will begin and the month, day, and year the project will end. If requesting AOS, enter: 7/1/xx - 6/30/20xx.
4. Name of Staff Person Consulted - Enter the name of the Regional Arts Partner staff person who helped you with this application. Applicants are strongly encouraged to seek consultation prior to submitting applications.

SECTION B. APPLICANT INFORMATION

1. Legal Name - Enter the legal name of the applicant organization as it appears in the incorporation papers or enabling legislation.
2. Address - Enter the applicant's complete address (including street, city, zip code and the zip plus four) and county. If mailing address is different, also include.
3. Telephone, FAX, and E-mail Numbers - Enter the applicant's complete telephone number (including area code). If available, also enter your complete FAX number and complete E-mail address.
4. Contact Person - Enter the name, telephone number (including area code), FAX number, and E-mail address of the person to contact with questions regarding this application.
5. Authorizing Official - Enter the name, title, and telephone number (including area code) of the person who is legally authorized to file this application on behalf of the applicant organization and who will sign the application's Compliance Statement and Accessibility Statement. (Proof of authorization may be requested.)
6. Federal Employer Identification Number (FEIN) - Enter the number assigned by the IRS to all nonprofits, whether or not they have employees. (Contact the IRS office nearest you to obtain an application for a FEIN.)

7. Applicant Institution - Enter the 2-digit code that best describes the purpose of the applicant organization. See Appendix xx for code sheet.
8. Applicant Status - Enter the 2-digit code that best describes the legal status of the applicant organization. See Appendix xx for code sheet.
9. State House District # - Enter the 2-digit code for the Indiana General Assembly House of Representatives district in which the applicant is located.
10. State Senate District # - Enter the 2-digit code for the Indiana General Assembly Senate district in which the applicant is located.
11. U.S. Congress District # - Enter the 2-digit code for the U.S. House of Representatives district in which the applicant is located.
12. Fiscal Sponsor (APS applicants only) - Check "yes" or "no" to indicate if the tax-exempt organization identified in item B.1. is serving as a fiscal sponsor for another entity which will actually carry out the project (i.e., the "sponsored entity"). If "yes", enter the name, mailing address, telephone number, FAX number, county and township of the sponsored entity. (See pages xx and xx to determine if you need a fiscal sponsor. See Appendix xx for fiscal sponsor responsibilities.)

SECTION C. COMPLIANCE STATEMENT

Carefully read the compliance statement and additional information concerning the compliance statement under civil rights in "Conditions and Requirements" section. This section must be signed and dated by the authorizing official.

SECTION D. DEMOGRAPHIC INFORMATION

This data is required by the Indiana Arts Commission and the National Endowment for the Arts.

1. Number and Characteristics of People Served. For each line (a. - i.), enter the number of people represented in each column:
 - Column 1 -- All Persons Served (including artists and audience);
 - Column 2 -- Governing Body;
 - Column 3 -- Staff, Members, and Volunteers (do not include board members).
 - Column 4 -- Artists Served

NOTE: Line g. is the SUM of lines a.- f.

Lines h. - j. are individual totals and are not added together.

2. Program Specific Questions.
Indicate if the project is primarily about "presenting/touring", (as defined by NEA) by answering "Yes" or "No".
3. Arts Education Project Information.
If this is an arts education project, also specify size and type of target audience.

SECTION E. PROJECT INFORMATION

(Project refers to the funded activity - APS or AOS.)

1. Select the goal or goals that the funded activity will address. The goal statements are Indiana Arts Commission long-range goals.
2. Type of Activity - Enter the 2-digit code that best describes how the grant will be used. See Appendix xx for code sheet.
3. Discipline and Medium - Enter the 2-digit numeric code that best describes the primary artistic discipline of the applicant and the project. Where applicable, also enter the alpha code that describes the artistic medium. See Appendix xx for code

sheet.

4. County to be Served - Enter the name of the Indiana county or counties which will be served by the funded project.

SECTION F. NARRATIVE

Follow the instructions outlined on pages xx - xx. Answer all 11 items. Be concise and as brief as possible in your responses. Panelists are more likely to retain information that summarizes key elements, is clearly presented, and to-the-point.

SECTION G. PROJECT TIMETABLE

Use the format shown on Application page xx to provide a detailed implementation timetable for the period of the funded activity.

SECTION H. PROPOSED BUDGET SUMMARY

- Round all figures to the nearest dollar; no decimals. Enter a zero (0) in line(s) where no expense or income is estimated.
- These lines must be equal:
 - Line 12. must = Line 27.
 - Line 13. must = Line 28.
 - Line 14. must = Line 29.
- In some cases, applicants may include in-kind income, which is "the value of donated materials and services," for a portion of their required local match. Refer to "Local Match Requirements" and Appendix xx to determine if you may use in-kind as a portion of your local match.

ESTIMATED EXPENSES

For each estimated expense category in line 1. through line 13., indicate the amount that will be provided by each source:

- Column (A) -- Cash from all sources (including the IAC grant).
- Column (B) -- In-kind Contributions (the value of donated goods and services needed for the project).
- For each line item in Column (C), enter the sum of the two corresponding expense columns:
Column (C) = Column (A) + Column (B).

Expense Line Items:

1. Personnel-Administrative.
Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide administrative services for the project. Do not include payments to outside administrative personnel engaged on a contract basis (see line 5).
2. Personnel-Artistic.
Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide artistic services for the project. Do not include payments to outside artistic personnel engaged on a contract basis (see line 4).
3. Personnel-Technical/Production.
Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide technical/production services for the project. Do not include payments to outside personnel engaged on a contract basis (see line 5).

4. Outside Artistic Fees and Services.
Costs of the artistic services of individuals or organizations who are not employees of the applicant, but who are engaged on a contract basis.
5. Outside Other Fees and Services.
Costs of the non-artistic services of individuals or organizations who are not employees of the applicant, but who are engaged on a contract basis.
6. Space Rental.
Costs of the rental of any space needed for the project.
7. Travel/Transportation.
All costs for individuals or organizations working with the project, including mileage allowance, local bus and cab fares, applicant-owned or leased vehicles, lodging, meals, etc.
8. Marketing/Promotional.
Costs for all marketing/publicity/promotion for the project. DO NOT include costs of individuals or firms that belong under "Personnel" (lines 1-3) or "Outside Other Fees and Services" (line 5). DO include costs for newspaper, radio, and television advertising; and printing and mailing of brochures, flyers, and posters when directly connected to marketing/publicity/promotion.
9. Remaining Operating Expenses.
All project expenses not entered in other categories, such as scripts, scores, electricity, telephone, storage, postage, sets, props, equipment rental, trucking, shipping and hauling expenses, fund raising expenses, printing, and insurance.
DO NOT include expenses that belong under "Marketing" (line 8).
10. Capital Expenditures - Acquisitions. *IAC and does NOT fund this expense.*
Expenses for additions to a collection, such as works of art, artifacts, plants, or historical documents, the purchase of which is specifically identified with the project.
11. Capital Expenditures - Other. *IAC does NOT fund this expense.*
Expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically related to the project.
12. Total Cash Expenses.
Add the amounts listed on lines 1. through 11. in Column (A) "Cash".
13. Total In-Kind Contributions.
Add the amounts listed on lines 1. through 11. in Column (B) "In-Kind".
14. TOTAL Expenses.
The sum of line 12. + line 13.

PROJECTED INCOME

15. Admissions.
Income from the sale of admissions, tickets, subscriptions, memberships, etc., for events associated with the project.
16. Contracted Services Revenue.
Income from the sales of services including performance or residency fees, tuition, etc., for events associated with the project.
17. Other Revenue.
Cash revenue from sources other than those listed previously, including income from catalog sales, advertising space, gift shops, parking, investments, etc.
18. Corporate Support.
Cash support for the project from local businesses. (Do not include income from corporate foundations here; list that amount in line 20.)
19. Foundation Support.

- Cash support for the project from a nonprofit organization whose primary purpose is to distribute money from an endowment.
20. Other Private Support.
Direct public support such as contributions made directly to the project by individuals, sustaining memberships, net proceeds from special fund raising events, etc. Include income from corporate foundations, United Arts and United Way organizations here.
21. Government Support - Federal.
Cash support for the project from the federal government. Do not include Regional Partnership Initiative funds.
22. Government Support - Regional/State.
Cash support for the project from state agencies or consortia of state agencies such as Arts Midwest. Do not include Regional Partnership Initiative funds.
23. Government Support - Local.
Cash support for the project from city or county government agencies. Do not include Regional Partnership Initiative funds.
24. Other Applicant Cash.
Cash from current or anticipated resources NOT listed above that you plan to use for this project.
25. Total Non-Regional Partnership Initiative Cash Income.
The sum of lines 15. through 24.
26. REGIONAL PARTNERSHIP INITIATIVE REQUEST.
The amount of funding requested from the Regional Arts Partner.
27. Total Cash Income.
This is the estimated cash only income from all sources, including Regional Partnership Initiative requested funds. Add line 25. + line 26.
28. Total In-Kind Income.
This is the value of donated materials and services. This number should equal the amount in line 13.
29. TOTAL Income.
This is the estimated income from all sources, including in-kind.
Add line 27. + line 28.

SECTION I. BUDGET LINE ITEM DETAIL

In this section, provide a line-by-line breakdown of the budget summary shown in Section H. of the Application.

Identify the expenses and income included that make up each segment of the budget. The explanation must provide sufficient detail so that the reader can easily determine how the amount listed for each line item was determined. In order to evaluate your request for support, staff and advisory panelists need complete information about projected costs and revenue sources. Applications without the level of detail shown in this sample will be returned to the applicant for revision.

A sample budget detail (See Appendix xx.) with the required level of explanation. The sample budget line item detail shown was prepared with sufficient information for the reader to understand how costs were determined and what were the expected sources of funding (in addition to the grant request).

SECTION J. ACCESSIBILITY STATEMENT

In this section, the Applicant attests arts related activities supported with federal and state funds will be accessible to people with special needs; specifies the manner in which and by whom accessibility issues were identified and addressed; and agrees that records supporting these

actions will be maintained by the grantee and made available to the Regional Arts Partner and the IAC, upon request. The authorizing official must sign this form.

- Note:
- 1) Use Question 9. in the Narrative to explain your efforts to make arts related activities accessible to people with disabilities and other special needs (e.g., special seating, adaptive devices, targeted marketing, location of service, low cost tickets, etc.).
 - 2) A sample accessibility self-assessment checklist is provided for your information in Appendix D.

WHAT TO SUBMIT

The Checklist on page xx of the application identifies the items to submit. Use the checklist to make sure that all necessary application items are submitted to the Regional Arts Partner. This form is for your use only and is not an official part of the application.

F. Support Documents

This section explains the items that applicants must provide with their funding requests. Not all items are required from every applicant. Please review this section carefully to identify which items you must submit.

1. Articles of Incorporation

(May be reworded.)

This item pertains to private nonprofit organizations only. First-time applicants, or organizations which have revised this item since last submitted to the IAC, including organizations which have revised their legal names, must submit one copy of their not-for-profit incorporation papers with the application. (If needed, request a duplicate copy from the Secretary of State's office at 317/232-6576.) This item does not pertain to public entities.

2. Public Entity Enabling Document

(May be reworded.)

This item pertains to public agencies (including public schools) and units of federal, state, and local government only. First-time applicants, or entities which have revised this item since last submitted to the IAC, including entities which have revised their legal names, must submit one of the public document that created the entity (e.g., local ordinance, executive order, regulation, legislation, etc.) with the application. This item does not pertain to private nonprofit organizations.

3. IRS Tax-Exempt Status Letter

(May be reworded.)

This item pertains to private nonprofit organizations only. First-time applicants or organizations with name or other changes since last submitted to the IAC must send one copy of the Internal Revenue Service (IRS) letter that recognizes the organization's tax-exempt status with application. This item does not pertain to public entities.

4. Strategic or Long-Range Plan

(Required section for operating support grants. If you retain two AOS levels, this section is required for level 2 only. If you choose to remove the levels, this section is required for all operating support applicants.)

This item pertains to AOS/II applicants only. First-time applicants or organizations that have revised this item since last submitted to the IAC must submit one copy of their current

strategic or long-range plan with the application.

5. Independent Audit

(Required section for operating support grants. If you retain two AOS levels, this section is required for level 2 only. If you choose to remove the levels, this section is required for all operating support applicants.)

All AOS/II applicants must submit, with the application, one copy of the organization's annual financial audit performed by an independent Certified Public Accountant (CPA). The audit should be for the period covered by the organization's most recently completed fiscal year. (If the AOS/II applicant is required to complete a compliance audit, a copy of that document may be submitted to meet this requirement. See below.)

6. Compliance Audit

(May be reworded.)

This item pertains to all applicants (AOS or APS) that are required to complete a compliance audit. Submit one copy of the compliance audit with the application. All organizations that received total federal funds of \$300,000 or more per year from all sources are required by federal law to complete a compliance audit performed by an independent Certified Public Accountant (CPA). The audit should be for the period covered by the organization's most recently completed fiscal year and must be performed according to specific federal guidelines. (Consult with your accounting firm for specific information about the compliance audit.)

7. Governing Body Roster

(May be reworded. We encourage you to keep the second paragraph of bulleted items regarding types of governing bodies.)

This item pertains to all applicants. Applicants must provide current information about its governing body, including members' offices, terms of service, community positions, mailing addresses. Identify members of the Executive Committee. (Refer to the Regional Arts Partner's cover letter for the number of copies to provide.)

Types of governing bodies:

- For an agency of city government--city commissioners.
- For a nonprofit organization--board of directors.
- For a parks and recreation department--park and recreation commissioners.
- For schools--board of education.
- For universities or colleges--board of regents, governing board for the performing arts series or department, as applicable.

8. Financial Statement

All applicants must provide an unaudited financial statement for the applicant organization's most recently completed fiscal year. This item is not the same as the audit. (Refer to the Regional Arts Partner's cover letter for the number of copies to provide.)

A financial statement is a public document that indicates the financial status of your organization at the close of the fiscal year. It should reflect information for the entire fiscal year, including individually categorized income and expenses, and beginning and ending fund balances. It is most helpful when it compares actual income and expenses to either budgeted amounts for the same year, or actual amounts for the previous year.

9. Manager's Resume

(This section may be removed and included as part of the narrative.)

All applicants must provide the resume of the administrative staff person responsible for the

organization (AOS) or the person responsible for the project (APS) with the application. (Refer to the Regional Arts Partner's cover letter for the number of copies to provide.)

10. Printed Promotion Material

(Optional.)

All applicants may include representative printed promotional materials but not more than 3 pieces. These may include information about previously successful programs or projects (i.e., programs, catalogues, newspaper articles, etc.). These materials should be carefully selected and must compare in size with the application page; oversized pieces will not be accepted. (Refer to the Regional Arts Partner's cover letter for the number of sets of these materials to provide.)

11. Project Timetable

All applicants must provide a timetable of activities and programs (operating support) or implementation steps (project support) for the project for which funding is requested. Use the following headings to provide this information: task, personnel responsible, and deadline. (Refer to the Regional Arts Partner's cover letter for the number of copies to provide.)

12. Fiscal Sponsor Agreement

An APS applicant acting as a fiscal sponsor for an Indiana nonprofit organization that has applied for but not received verification of tax-exempt status must submit a copy of the agreement between the two organizations which outlines the roles and responsibilities of each regarding the funded project. (See Appendix A for information about fiscal sponsorship.)

6. Application Review Process

A. Required Application Information

(May be reworded. If complete applications are not required, this section should be changed to indicate that staff review will not occur and that applications will be forwarded to the panel as is. If you choose this option, a new criterion for "Completeness of Application" must be added.)

Applicants must provide complete information on all forms, authorized signatures where indicated, assurances that the application is legally binding, and support documents (as requested) to allow for a uniform review of applications.

Submit all requested materials only. Please do not submit additional materials that have not been requested. Submitting additional materials can make your application ineligible.

Following staff review of application materials, applicants will be notified by telephone and in writing of errors that make the application ineligible for review. Applicants will have five (5) days from the date of first notification to come to the Regional Arts Partner's offices and personally make the necessary changes to the application. If not corrected within the five-day grace period, applications will be ineligible for review. The Regional Arts Partner will dispose of ineligible applications not claimed after 30 days.

B. Advisory Panel Review

(May be reworded except for the 3rd paragraph addressing open panel meetings. This section must include a statement about how grant amounts will be determined.)

The Regional Arts Partner and the Indiana Arts Commission have established an advisory panel process to assist in its evaluation of grant applications. Panels will be appointed by each Regional Arts Partner and will be composed of persons from each region who are knowledgeable in the arts, not-for-profit management, and/or community development. Regional Partners will strive to balance advisory panel composition with consideration to race, gender, regional representation, and special needs.

Panelists will review all applications and evaluate how well each address the three review criteria (quality, community impact/public benefit, and management). Following each panel meeting, Regional Arts Partners will use a funding formula that takes into consideration the panel's ratings and available funds to determine funding recommendations.

Panel meetings are open to the public for observation and may be recorded. Applicants are encouraged to attend. Applicants cannot "lobby" panelists on behalf of their applications before, during, or after the panel meeting.

C. Evaluation Criteria and Indicators

(You may add a new criterion for Completeness of Application if you have made this change under 6-A above. This new criterion must deduct 5 points for incomplete applications. The percentages assigned to each criterion are mandatory unless the regional needs assessment indicates otherwise. You may reorganize or modify the wording, but not the intent, of any of the existing indicators but you may not remove any.)

All applications for funding will be judged on how well they meet the following criteria:

- **QUALITY.** The proposed activities, project, or service will be of the highest quality possible in relation to the community. (30% of score)

- **COMMUNITY IMPACT/PUBLIC BENEFIT.** The proposed activities, project, or service will have a significant impact on the organization and/or the community the organization serves. (40% of score)
- **MANAGEMENT.** The organization delivering the proposed activities, project, or service will be well managed. (30% of score)

INDICATORS

To determine if or how well an application meets the criteria, panels will use the following indicators. "Project" refers to the activities for which funding is requested. In APS this is a distinct time-limited activity. In AOS this is a full year of services.

QUALITY (30% of score)

- The goals and objectives of the proposed activities are clearly explained and are consistent with the organization's mission, long-range plans, and IAC goals.
- The artistic goals and program design are consistent with the organization's resources.
- There appears to be a sufficient number of appropriate and qualified personnel (or independent contractors, including artists), paid or volunteer to carry out the proposed activities.
- The audience has been clearly identified and estimated attendance figures appear reasonable in light of past efforts.
- Proposed program components and activities appear to be appropriate in light of project goals and audience. The project design contains and describes educational activities.
- Participating artists, staff, community members and others have been/will be involved in planning, implementing, and evaluating the project activities.

COMMUNITY IMPACT/PUBLIC BENEFIT (40% of score)

- The organization's constituent base is clearly defined. The manner in which constituents were involved in assessing needs and program planning is clearly described. There was an appropriate level of constituent involvement and support.
- The plan for serving traditionally underserved populations in program development, implementation, and evaluation is clearly described and appears adequate.
- Appropriate promotional efforts will be made to inform the general public about activities, including strategies for reaching traditionally underserved populations.
- Proposed activities will be made accessible and marketed to persons with disabilities and other special needs.
- The proposed activities will contribute to long-term growth of the arts in the community.

MANAGEMENT (30% of score)

- There is a person (paid or volunteer) assigned to manage the project/operation. The manager's qualifications have been clearly explained and appear adequate.
- The project timetable is clearly explained and provides sufficient detail to guide

implementation.

- The process that will be used to evaluate project effectiveness is clearly described and measurable. Evaluation will include assessment of impact on the people served. Audience/participant feedback will be used as one component to evaluate project success in achieving its goals.
- There is evidence of a successful history of providing related arts activities.
- Estimated expenses and budget appear reasonable. Projected income will be proportionate and come from a variety of sources. There are adequate plans for long-term resource development and deficit reduction (where applicable).
- The applicant's governing body meets on a regular basis and represents the diversity of the applicant's geographic service area with respect to race/ethnicity, gender, age, special needs, and location of residence, etc.

D. Ratification

The Board of Directors of each Regional Arts Partner will review and ratify all AOS and APS funding recommendations prior to July 1. These meetings are open to the public for observation and may be recorded.

E. Reconsideration Policy and Appeals Process

At the Regional level:

The reconsideration process is designed to review the method and fairness of the Regional Arts Partner's decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

- 1) the panel or review team used criteria other than criteria published in the grant guidelines; and/or
- 2) there was influence by a staff person or volunteer panelist having a conflict of interest; or
- 3) required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the Executive Director of the Regional Arts Partner stating the reason for reconsideration, based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received within 30 days of notification from the regional partner of the grant award in question. The regional partner's Executive Director will determine if there is reasonable basis for an appeal.

- If no basis is found, the Regional Arts Partner will notify the appellant of the decision within 10 days of receipt of the Applicant's letter. The Executive Director's decision is final and may not be appealed further.
- If the Director finds there is basis for an appeal, an appeals committee, appointed by the Chairperson of the Board, will review the situation and make recommendations to the full Board of Directors at its next business meeting. The Organization will notify the appellant

of the Board's decision within 10 days. With one exception, the Board's decision is final and may not be appealed further. (See below.)

At the State level:

Applicants to any Regional Arts Partner may request a review of the Regional Arts Partner's decision if the applicant can demonstrate that the Regional Arts Partner violated its own appeals process in determining the outcome of the applicant's appeal at the regional level. The state level review is not available to applicants whose request for appeal was found to have no basis by the Regional Arts Partner's executive director.

The state level process is limited to a review of the implementation of the Regional Arts Partner's appeal process. The state process is not intended to impose a different judgment over the Regional Arts Partner decision but rather to ascertain if the Regional Arts Partner correctly followed its own appeal process in making a decision.

The applicant must send a letter to the Executive Director of the Indiana Arts Commission stating the reason for the appeal and evidence to support the grounds for appeal. The letter must be sent within 10 days of notification of the Regional Arts Partner's decision. The IAC Executive Director will determine if there is reasonable basis for an appeal.

If no basis is found, the IAC's Executive Director will notify the appellant of the decision within 10 days of receipt of the applicant's letter. The IAC's Executive Director's decision is final and may not be appealed further.

If the IAC's Executive Director finds there is basis for an appeal, an appeals committee, appointed by the Chair of the Commission, will review the situation and make recommendations to the full Commission at its next business meeting. The investigation will involve consultation with the Regional Arts Partner and other parties as applicable. The IAC will notify the applicant and the Regional Arts Partner of its decision within 10 days of Commission action. All decisions of the Commission are final, binding on the Regional Arts Partner, and may not be appealed further.

7. Grant Award Process and Grantee Responsibilities

A. Notification and First Payment (Optional.)

All applicants will be notified in writing of grant decisions by late July. Grantees will receive packets containing an award letter, a budget modification form, a service contract, claim vouchers, and other pertinent materials that must be completed, signed and returned to the Regional Arts Partner before the grantee's first payment can be processed.

B. Service Contract

The Regional Arts Partner will issue a service contract to each grantee. The contract specifies the conditions under which the grant is given and, when signed, that the grantee accepts the conditions. The "authorizing official", the person in the organization legally designated to enter into a contract on behalf of the organization, should sign the contract.

C. Grantee Changes Affecting the Funded Project

During the period of time covered by the contract, the grantee must give prior written notice to the Regional Arts Partner of any major organizational changes that may affect the funded project, such as significant changes in budget, personnel, dates, scope of activities, etc.

D. Record Retention

Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the Regional Arts Partner or the IAC. Adequate records need to be maintained to substantiate all financial and program information reported to the Regional Arts Partner for a period of no fewer than three years.

E. Project / Budget Modification Report

All grantees must submit a revised budget and narrative description of the funded activity/ies based on the actual amount of the grant. This report must be returned with the signed contract and becomes a part of the contract. It modifies the original application, describing what will actually be done with the amount of funding that was awarded. The grantee will be held accountable for delivering the type and level of services explained in this report, not the original application.

F. Final Grant Report

All grantees must submit a final grant report following the grant's ending date. The deadline for submitting the final report (in general, 30 days after the end of the project) will be identified in your contract. The Regional Arts Partner will provide the final grant payment following receipt and review of the final grant report.

G. Acknowledgement and Credit

Grantees must credit the Regional Arts Partner, the Indiana Arts Commission, and the National Endowment for the Arts for its support in all publicity and printed materials. Logos and credit lines must be included in a prominent location and type size in all advertising, title panels, catalogues, flyers, posters, literature, film/video credits, news releases, printed programs, public broadcasts, promotion, and publicity. The Regional Arts Partner will provide grantees with logo sheets.

The credit line for activities receiving funding should read:

"Provided with support from the (insert RAP name), the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency."

H. Arts Program Monitoring
(May be reworded.)

Regional Arts Partners and the Indiana Arts Commission will monitor the arts programs and organizational activities funded through this category. Monitoring activities may vary by RAP. (Refer to your Regional Arts Partner's cover letter for specific information about this topic.)

8. Conditions and Requirements

A. Public Manifestation

There must be a public manifestation of all funded activities within the year they are supported. "Public manifestation" means the project must result in a product or activity that is available to the public. "Available" means activities must be accessible to persons with special needs and open to the audience, participants, or public, either free or by reasonable admission or service charge.

B. Civil Rights

The Indiana Arts Commission and the Regional Arts Partner comply with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.

Your signed contract indicates that the funded organization understands and is in compliance with these laws:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment."

- Americans with Disabilities Act of 1990 which provides for nondiscrimination in public accommodation on the basis of disability.
- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975 which provides for nondiscrimination in federally assisted programs on the basis of age.

C. Drug Free Workplace

The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

D. Fair Labor Standards

Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

9. Application Forms

(The application form may be altered. You may choose to code applicants instead of having them self-code. These sections can then be eliminated from the application form. You are still responsible for submitting the required data to the IAC in the Notification of Regional Grants form and the Final Grant Report form.)

State Form 406 (R11/10-98)

FY20xx Indiana Arts Commission Regional Partnership Initiative Grant Program

APPLICATION FORM Refer to instructions, beginning on page xx, that explain each question and will help you complete this application.

SECTION A. GRANT REQUEST INFORMATION

1. Grant Program: APPLY FOR ONE ONLY
☐ Arts Organization Support: ___ Level I ___ Level II
☐ Arts Project Support
2. Amount Requested \$ _____
3. Beginning Date: ___/___/___ Ending Date: ___/___/___
4. Name of staff person consulted about this application:

SECTION B. APPLICANT INFORMATION

1. LEGAL NAME:
2. Address (Street, City, State, Zip and Plus Four Extension), County:
3. Telephone: _____ FAX: _____ E-mail: _____
4. Contact Person:
Telephone: _____ FAX: _____ E-mail: _____
5. Authorizing Official who Signs Application (Include Name, Title, and Telephone)
6. Federal Employer Identification Number:
7. Applicant Institution: _____
(See Appendix xx.)
8. Applicant Status: _____
(See Appendix xx.)

Legislative Districts: Based on your street address, enter one legislative district number for each of the government branches listed below. The Regional Arts Partners are the recipient of funds from the State and Federal government via the Indiana Arts Commission. If you do not know your correct district numbers go to www.vote-smart.org/index.phtml to find the information based on your ZIP+4 or contact your county voter registration office (visit www.monroegreens.org/Campaign2002/VoterReg2.pdf for a listing.) Do **not** leave this question blank.

9. State House District #: _____
10. State Senate District #: _____
11. U.S. Congress District #: _____
12. Is the Applicant serving as a Fiscal Sponsor: ☐ No ☐ Yes (APS only)
If "Yes", for whom: *Include Name, Address, Telephone, FAX #, County, and Township*

SECTION C. COMPLIANCE STATEMENT

The undersigned certifies that s/he (1) is a principal officer of the Applicant with authority to obligate it, and (2) has read the guidelines incorporated herein by reference, and (3) will comply with all guidelines, including federal and state statutes prohibiting discrimination against any person the basis of race, color, national origin, gender, age, religion, or physical or mental disability.

Signature, Authorizing Official

Date Signed

SECTION D. DEMOGRAPHIC INFORMATION

The Indiana Arts Commission requires the following data about your project. Estimates are acceptable. You will report actual figures on the final grant report. If the applicant is a fiscal sponsor, provide information about the sponsored organization only.

1. NUMBER AND CHARACTERISTICS OF PEOPLE SERVED

Characteristic	All Person Served	Governing Body	Staff, Members & Volunteers	Artists Served
RACE/ETHNICITY	NUMBER	NUMBER	NUMBER	NUMBER
a. Asian				
b. Black/African American				
c. Hispanic/Latino				
d. American Indian/Alaska Native				
e. Native Hawaiian/Pacific Islander				
f. White				
g. Total				
AGE				
h. Total Children (under 18)				
i. Total Seniors				
DISABILITY				
j. Total Persons with Disabilities				

3. PROGRAM SPECIFIC QUESTIONS.

Is funding sought primarily for presenting or touring? This is defined as grants or services resulting in the movement of artists or artworks for performances, reading, screening, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

_____ YES _____ NO

4. ARTS EDUCATION INFORMATION-**PLEASE CHOOSE ONLY ONE**

_____ Less than 50% of this project's activities are arts education, an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes. Please indicate to whom the outcomes are directed (select all that apply):

- _____ K-12 Students
- _____ Higher Education Students
- _____ Pre-Kindergarten Children
- _____ Adult Learners (including teachers and artists)

_____ More than 50% of this project's activities are arts education, an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes. Please indicate to whom the outcomes are directed (select all that apply):

- _____ K-12 Students
- _____ Higher Education Students
- _____ Pre-Kindergarten Children
- _____ Adult Learners (including teachers and artists)

_____ This project does not involve Arts Education.

SECTION E. PROJECT INFORMATION

1. Which arts related goal(s) does this project address?
 - ___a. Maximize public and private resources for the arts.
 - ___b. Provide access to a wide range of artistic expressions.
 - ___c. Strengthen the capacities of artists and arts providers.
 - ___d. Strengthen education, economic development, and tourism.
 - ___e. Increase awareness of the value of the arts.
2. Type of Activity: ___ (See Last Page)
3. Discipline: ___ - ___ (See Last Page)
4. What county or counties will this project serve?

Budget Summary

APS: Provide project budget only.

AOS: Provide FY2000 annual operating budget.

ESTIMATED EXPENSES	Column A CASH	Column B IN-KIND	Column C TOTAL
1. Personnel-Administrative	\$	\$	\$
2. Personnel-Artistic			
3. Personnel-Technical/Production			
4. Outside Artistic Fees and Services			
5. Outside Other Fees and Services			
6. Space Rental			
7. Travel/Transportation			
8. Marketing/Publicity/Promotion			
9. Remaining Operating Expenses			
10. Capital Expenditures-Acquisitions			
11. Capital Expenditures-Other			
*12. TOTAL Cash Expenses	\$		
13. TOTAL In-kind		\$	
+14. Total Project/Operation Expenses (add lines 12 and 13)			\$
ESTIMATED INCOME	\$		
15. Admissions			
16. Contracted Services Revenue			
17. Other Revenue			
18. Corporate Support			
19. Foundation Support			
20. Other Private Support			
21. Government Support-Federal			
22. Government Support-Regional/State			
23. Government Support-Local			
24. Other Applicant Cash			
25. Total Non-RPI Cash Income (add lines 15 through 24)			
26. RPI REQUEST			
*27. Total Cash Income (add lines 25 and 26)			
28. Total In-kind (from line 13)			
+29. Total Project/Operation Income (add lines 27 and 28)			\$

* Line 27 (Cash Income) MUST EQUAL Line 12 (Cash Expenses)

+ Line 29 (Total Income) MUST EQUAL Line 14 (Total Expenses)

Budget Line Item Detail

(This information may be moved to the instructions and eliminated from the form.)

Provide a detailed line-by-line explanation of the budget, identifying what expenses and income (by source) are included in each segment of the budget. Provide sufficient detail so that reader can easily identify how the amount listed for each line item was derived. Follow the same sequence as in the Budget Summary. Refer to Appendix xx for an example of the required level of detail.

Accessibility Statement

All applicants must complete this form.

THE APPLICANT, _____:
(insert name of applicant organization here)

- ASSURES that all arts programs, services, and activities made possible with Regional Partnership Initiative funding and all facilities in which such programs, services, and activities are held (whether owned, leased, or donated to the Applicant) will be accessible to people with special needs, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted.

- ASSURES that this warranty is based on: (check all applicable)

_____ Independent accessibility assessment, completed by:
_____ (name, title, date)

_____ Applicant self-assessment, completed by:
_____ (name, title, date)

_____ Recommendations from a citizen advisory committee,
composed of persons with disabilities.

_____ Other (specify): _____

- ASSURES that materials supporting this statement are maintained on file and are available for review.

Signature, Authorizing Official Date Signed

Title of Authorizing Official Telephone Number

E. Checklist

(May be reworded.)

Applicants must provide complete information on all forms, authorized signatures where indicated, assurance that the application is legally binding, and support documents (as requested) to allow for a uniform review of applications.

Submit all requested materials only. Please do not submit additional materials that have not been requested. Submitting additional information can make your application ineligible. Staple each application packet together in upper left-hand corner.

For each item, if the number of required copies is not specified, refer to your Regional Arts Partner's cover letter for the number of copies to submit.

All applicants should provide items 1 - 3 (if applicable):

- _____ 1. Articles of Incorporation or Enabling Legislation - 1 copy
(This item must be submitted by first-time applicants or if it has been revised since last submitted to the IAC)
- _____ 2. IRS Determination Letter of Tax Exempt Status - 1 copy
(This item must be submitted by first-time applicants or if it has been revised since last submitted to the IAC)
- _____ 3. Annual Compliance Audit - 1 copy

All applicants should provide items 4 - 9. (See cover letter for number of copies)

- _____ 4. Application Forms (pages xx through xx) and Narrative Responses
- _____ 5. Financial Statement for most recently completed year. (This is an unaudited document, not an audit)
- _____ 6. Governing Board Roster with names, offices, terms of office, addresses, and affiliations.
- _____ 7. Executive Director (AOS) or Project Manager (APS) Resume
- _____ 8. Project Timetable
- _____ 9. Printed Promotional Materials that illustrate the quality of past programming (limit of 3 items) (Optional)

AOS/II applicants also provide items 10 – 11.

- _____ 10. Strategic Plan - 1 copy (if applicable)
(This item must be submitted by first-time applicants or if it has been revised since last submitted to the IAC)
- _____ 11. Annual Independent Financial Audit and/or Compliance Audit - 1 copy

APS applicants acting as fiscal sponsors also provide item 12:

- _____ 12. Fiscal Sponsor Agreement - 1 copy

10. Application Narrative

(This section can be included in the instructions and eliminated from the form. You do not have to use the questions that are in this section, but you must ensure that all evaluation criteria and indicators are addressed in the narrative section and/or application attachments.)

The narrative includes your responses to all of the following questions about your organization and the proposed project. Answer all items. Submit responses on a maximum of six (6) one-sided sheets of standard white 8 1/2" x 11" paper. Do not exceed six (6) typed sides, single-spaced. Leave a 1-inch margin on all sides of the paper. Do not reduce type - 10 point or larger only. Enter the Applicant's name at the top of each page. Number and briefly label each item. Answer questions in the order listed below. There is no required minimum or maximum length for each item.

ABOUT THE ORGANIZATION

In items 1 -4, if the applicant is a fiscal sponsor, respond about both organizations.

1. Mission Statement.
What is the mission and primary purpose of your organization?
2. Governance and Management.
Describe the responsibilities of your volunteer governing body. How often does the board meet? Who is responsible for the daily operations of the organization? How was this person selected?
3. Financial Status.
Describe your current financial position; include an explanation of any significant changes in your operating budget over previous years. What plans are in place for long-term resource development and/or current deficit reduction?
4. Past Programming.
Describe past programs and services as they relate to this application. Include target audiences and special populations served.

ABOUT THE PROJECT

"Project " refers to the activity/ies for which funding is being requested: a distinct activity (APS applicants) or a full year of services (AOS applicants).

5. Goals and Activities.
What is the goal of this project? Describe what you plan to do, when the project will occur, where the project will take place, and how the activities will happen.
6. Personnel.
Who are the artists, ensembles, artistic resources, and other key personnel to be involved? How and why were these people selected?

(APS applicants also answer)
Who will manage the project? How and why was the project manager selected?
7. Educational Efforts.
Describe the educational goals and activities of the project. Describe briefly your organization's arts education philosophy and outreach activities. Include educational activities for children and adults that will take place outside school-based settings.
8. Needs Assessment.

Why did you decide to offer this project? Explain how the project is directly related to your mission and long-range plans. Who is the target audience for this project? How do you know that the community, especially the target audience, wants and supports the project?

9. Promotion and Accessibility.
Describe marketing, media, and other promotional activities. How will you reach and involve underserved populations, including people with special needs? Discuss briefly your organization's accessibility provisions.
10. Outcomes and Evaluation.
Describe your plan for evaluating the value and impact of the project, including methods, activities, and timetable. Describe how past evaluation findings have been used to improve programs and services.
11. Use of Funds and Contingency Plan.
Specify how these funds will be used. How will the project be affected if you do not receive the total amount of the funding requested in this application? Describe how the project might be changed to accommodate a lower funding level.

15. Appendices

Here's your opportunity to provide additional information that may help applicants in preparing their application and/or in planning their project.

Appendices include but are not limited to:

- A. Fiscal Sponsor Responsibilities and Agreement Form
- B. In-Kind Income and Expense Guidelines
- C. Accessibility Self-Assessment Checklist
- D. Sample Detailed Budget
- E. National Standard for Arts Information Exchange
- F. Glossary

A. Fiscal Sponsor Responsibilities and Agreement Form (For APS applications only.)

A fiscal sponsor is a public agency or tax-exempt not-for-profit organization eligible to apply for Regional Block Grant funding that agrees to apply for funds on behalf of an Indiana nonprofit that has not yet received tax-exempt status. The fiscal sponsor is the applicant of record.

The fiscal sponsor and sponsored entity must develop a written agreement that outlines the roles, responsibilities, and working relationship between the two parties. A copy of the agreement must be submitted with the grant application. If funding is awarded, the fiscal sponsor will be the recipient and administrator of the funds, and is legally responsible for insuring the funds are used for the purposes stated in the project proposal.

The Fiscal Sponsor will:

1. be the applicant of record and sign the application form;
2. enter into a contractual agreement with the Regional Arts Partner for the receipt of the grant funds;
3. receive the funds;
4. maintain accurate and up-to-date records of the receipt of the funds;
5. assure the security of the funds until they are disbursed to the sponsored entity implementing the project;
6. disburse the funds to the sponsored entity as warranted;
7. maintain an accurate and up-to-date accounting of expenditures and income for the project;
8. provide a final grant report of overall expenses and income for the project (all sources) to the Regional Arts Partner within the time period stipulated in the grant contract;
9. reimburse the Regional Arts Partner for any grant funds disbursed which are not spent according to the stipulations of the grant contract;
10. undergo a fiscal review of financial records pertaining to the grant by an agent of the IAC or the Regional Arts Partner if such review is deemed appropriate;
11. assure compliance with federal and state regulations prohibiting discrimination; and
12. assure compliance with federal and state regulations governing minimum wages; assure compliance with federal and state regulations governing working conditions.

These guidelines pertain to the Indiana Regional Partnership Initiative Grant Program. They may or may not be applicable to the programs of other federal, state, or private agencies or endowments.

Fiscal Sponsor Agreement

(Create a one-page form that requests the following information.)

Please provide the following information about the Fiscal Sponsor organization:

1. Mission/Purpose of Organization
2. Governance and Management
3. Financial Status

Attach the financial statement for the Fiscal Sponsor's most recently completed fiscal year.
Attach the Fiscal Sponsor's signed agreement.

Signatures and Date of Authorizing Official of Sponsored Applicant and Authorizing Official of Fiscal Sponsor

B. In-Kind Income and Expense Guidelines

Contact your accountant or Regional Arts Partner with questions regarding budgeting for in-kind expenses and income.

Because not-for-profit organizations often receive donated materials and services ("in-kind" contributions), special accounting guidelines have been established to deal with these items. These guidelines should be followed when the applicant includes in-kind match in the proposed budget. (*)

- Donated materials of significance should be reported at their fair market value if the recipient organization has an objective, measurable basis for assigning value. (Usually the donor assigns value.)
- Donated services of significance should be reported if: 1) they are a normal part of a project and would be otherwise performed by paid personnel; 2) the organization exercises control over the employment and duties of the donor; and 3) there is a measurable basis for assigning a value to the service being donated.
- The following cannot be claimed as in-kind service:
 - services that are designed to be provided by volunteers;
 - periodic volunteer services for fund raising;
 - professional personnel engaged in research or training activities without pay or with a nominal allowance; and
 - value of time donated by the organization's board of directors and board committee members in carrying out governance activities.
- In-kind donations of materials and services must be able to be audited with a written record of each contribution. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item or service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization. Grantees using in-kind as a portion of match will be required to submit documentation with their final grant reports.

All estimated in-kind expense should be identified in the proposed budget next to each appropriate line item cost in the Column labeled "In-Kind".

- The total estimated in-kind income should also be identified in the proposed budget, on Line 28.

(*) Some applicants may not use in-kind as a portion of their local match requirement.

Please refer to "Local Match Requirements", page xx, to verify your eligibility to include in-kind match in this request.

C. Accessibility Self-Assessment Checklist

(Optional.)

The Indiana Arts Commission has adopted this Checklist as an informal guide for applicant organizations. This Checklist is neither a determination of your legal rights or responsibilities under the Americans with Disabilities Act; the 1973 Rehabilitation Act, Section 504; nor binding upon any agency with enforcement responsibility under the ADA.

FACILITY ACCESS: Answer questions 1 through 7 about the physical accessibility of each facility or site used for programs by your organization. Indicate accessibility by answering *yes* or *no* in response to each question and checking *yes*, *no*, or *n/a* for each accommodation in relation to the question.

YES Physical feature exists.

NO Physical feature does not exist but should.

N/A Physical feature does not exist and is not needed (i.e., A single-level, ground-floor facility would not need an elevator).

1. Is the entryway accessible to people with mobility impairments (patrons who use wheelchairs, crutches, or walkers or who are unsteady)? ____Yes ____No.

YES NO N/A

Ramps/Lifts

Hand Railings on Ramps

Steps

Hand Railings on Steps

Doors Open Easily/Automatically

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Is the entry easily accessible to people with visual impairment (i.e., low vision, blind)?

____Yes ____No.

Large-Print Signage

Well-Lighted

_____	_____	_____
_____	_____	_____

3. Is the entryway accessible to people with hearing impairments (i.e., hard of hearing, deaf)?

____Yes ____No.

Buzzer Door

If Yes, Is There a Visual Entry Code (i.e.,

Flashing Light)?

_____	_____	_____
_____	_____	_____

4. Is patron parking available? ____Yes ____No.

Designated "Handicapped Parking"

Clear Passage to Entry

(i.e., for Wheelchair Users)

_____	_____	_____
_____	_____	_____

5. Is the interior space accessible to people with mobility impairments? ____Yes ____No.

Ramp

Hand Railings on Ramps

Steps

Hand Railings on Steps

Firm, Smooth Surfaces

Doors Open Easily

Elevators

Chair Lifts

Accessible Restrooms

Designated Wheelchair Seating

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Is the interior space accessible to people with visual impairments? ____Yes ____No.

	YES	NO	N/A
Large Print Signage	_____	_____	_____
Braille Signage	_____	_____	_____
Braille Marked Elevator Buttons	_____	_____	_____
Raised Letter Signage	_____	_____	_____
Free of Hazardous Overhangs and Protruding Objects	_____	_____	_____
Clearly Marked Abrupt Changes in Levels	_____	_____	_____

7. Is interior accessible to people with hearing impairments? ____Yes ____No.

	YES	NO	N/A
Visual Emergency Alarm System	_____	_____	_____

ACCESS TO ORGANIZATIONS PROGRAMS: Answer each question 8. through 10. as it relates to programmatic accessibility.

YES	Program offers adaptation routinely or upon request.
NO	Program does not offer adaptation but should.
N/A	Program does not offer adaptation and it is not needed (i.e., A symphony concert probably would not require audio description.)

8. Does the organization use the following to make its programs accessible to people with visual impairments? ____Yes ____No.

Large Print Materials	_____	_____	_____
Large Print Labeling	_____	_____	_____
Braille Materials	_____	_____	_____
Taped Materials	_____	_____	_____
Audio Description	_____	_____	_____

9. Does the organization use the following to make its programs accessible to people with hearing impairments? ____Yes ____No.

Assisted Listening Devices--	_____	_____	_____
Infrared	_____	_____	_____
Audio Loop	_____	_____	_____
FM System	_____	_____	_____
Sign Interpreters	_____	_____	_____
Oral Interpreters	_____	_____	_____
Script and Text of Verbal Presentations	_____	_____	_____
Captioned Audio Visual Materials	_____	_____	_____
TDD/TTY (Telecommunications Device for the Deaf)	_____	_____	_____

10. Does the organization publicize its accessibility? ____Yes ____No.

By Telephone	_____	_____	_____
By TDD/TTY	_____	_____	_____
In Large Print	_____	_____	_____
In Braille	_____	_____	_____
On Audio Cassette Tape	_____	_____	_____

D. Sample Detailed Budget With Required Line Item Detail

(Optional.)

This budget line item detail was prepared with sufficient information for the reader to understand how costs were determined and what are the expected sources of funding (in addition to the IAC grant).

In order to evaluate your request for IAC support, staff and advisory panelists need complete information about projected costs and revenue sources. **Applications without the level of detail shown in this sample will be ruled ineligible and returned to the applicant for revision.**

BUDGET LINE ITEM DETAIL

Proposed Expenses	Cash	In-Kind	Total:
1. Personnel Administrative			
Full-time staff (6)	\$ 225,000		\$ 225,000
Part-time staff (1)	\$ 25,000		\$ 25,000
1/2 of Artistic Director & Production Manager	\$ 38,000		\$ 38,000
FICA and Unemployment	\$ 22,000		\$ 22,000
Health Insurance	\$ 35,000		\$ 35,000
Total:	\$ 345,000		\$ 345,000
2. Personnel Artistic			
1/2 of Artistic Director	\$ 23,000		\$ 23,000
Conductors	\$ 28,500		\$ 28,500
Five resident artists	\$ 50,000		\$ 50,000
Cover artists/other singers	\$ 7,000		\$ 7,000
FICA, Unemployment, Insurance	\$ 9,000		\$ 9,000
Total:	\$ 117,500		\$ 117,500
3. Personnel Technical/Production			
1/2 of Production Manager	\$ 15,000		\$ 15,000
FICA	\$ 1,200		\$ 1,200
Health Insurance	\$ 12,000		\$ 12,000
Total:	\$ 28,200		\$ 28,200
4. Outside Artistic Fees and Services			
Soloists	\$ 130,000		\$ 130,000
Chorus	\$ 26,000		\$ 26,000
Dancers	\$ 10,000		\$ 10,000
Stage Directors, Set Costume and Lighting Designers	\$ 78,000		\$ 78,000
Orchestra	\$ 140,000	\$ 60,000	\$ 200,000
FICA	\$ 10,000		\$ 10,000
Total:	\$ 394,000	\$ 60,000	\$ 454,000
5. Outside Other Fees and Services			
Stage Mgrs., Tech. Directors, Accompanists, Assts.	\$ 50,400		\$ 50,400
Stagehands	\$ 143,300		\$ 143,300
Wardrobe Personnel	\$ 37,000		\$ 37,000
FICA (\$62,000 x .0765) (some paid as contractors)	\$ 5,000		\$ 5,000
Total:	\$ 235,700		\$ 235,700
6. Space Rental			
Performance Hall Rental	\$ 107,650	\$ 120,000	\$ 227,650
Rehearsal Hall Rental	\$ 6,000		\$ 6,000

Housing for visiting artists	\$ 30,450		\$ 30,450
Office Space, utilities	\$ 25,000		\$ 25,000
Total:	\$ 169,100	\$ 120,000	\$ 289,100
7. Travel/Transportation			
Travel for Visiting Artists	\$ 30,000	\$ 10,000	\$ 40,000
Staff local travel @\$.25	\$ 5,000		\$ 5,000
Production local travel	\$ 3,000		\$ 3,000
Ensemble Travel	\$ 9,000		\$ 9,000
Member Organization Travel	\$ 5,000		\$ 5,000
Shipping of sets and costumes	\$ 30,000		\$ 30,000
Total:	\$ 82,000	\$ 10,000	\$ 92,000
8. Marketing/Promotional			
Promotion 98-99 Season	\$ 45,000	\$ 25,000	\$ 70,000
Season Program	\$ 30,000		\$ 30,000
Advertising	\$ 60,000	\$ 10,000	\$ 70,000
Public Relations	\$ 7,500		\$ 7,500
Newsletters	\$ 6,000		\$ 6,000
Merchandise for resale	\$ 5,000		\$ 5,000
Ticket, box office fees	\$ 22,000		\$ 22,000
Total:	\$ 175,500	\$ 35,000	\$ 210,500
9. Remaining Operating Expenses			
Non-personnel expenses for productions, including design elements and surtitles	\$ 273,975		\$ 273,975
Operating Expenses including insurance, audit, postage, supplies, telephone, depreciation, interest, etc.	\$ 159,525		\$ 159,525
Fundraising expenses	\$ 25,000		\$ 25,000
Co-production investments	\$ 130,000		\$ 130,000
Total:	\$ 588,500		\$ 588,500
10. Capital Expenditures-Acquisitions	\$ -		
11. Capital Expenditures-Other	\$ -		
12. Total Cash Expenses	\$ 2,135,500		
13. Total in-kind		\$ 225,000	
14. Total Project/Operation Expenses			\$2,360,500

Projected Income	Cash
15. Admissions	
Season Tickets (2,000 x \$140avg.)	\$ 280,000
Single Tickets/Group Sales	
Production #1	\$ 30,000
Production #2	\$ 60,000
Production #3	\$ 48,000
Total:	\$ 418,000
16. Contracted Services Revenue	
Ensemble School/Community performances	\$ 75,000
Dress Rehearsal fees	\$ 20,000

	Total: \$	95,000
17. Other Revenue		
Program advertising	\$	32,500
Set/costume rentals	\$	10,000
Merchandise sales	\$	8,500
Interest income	\$	14,000
Investment income	\$	150,000
	Total: \$	215,000
18. Corporate Support		
Underwriting/Contributions	\$	310,000
Corporate match	\$	40,000
	Total: \$	350,000
19. Foundation Support		
John Doe Endowment	\$	257,500
The Smith Fund, Inc.	\$	30,000
Some City Foundation	\$	45,000
Other	\$	50,000
	Total: \$	382,500
20. Other Private Support		
Contributions from individuals	\$	375,000
Organization's guild	\$	25,000
Special Events	\$	50,000
	Total: \$	450,000
21. Government Support-Federal	\$	-
22. Government Support-Regional/State	\$	-
23. Government Support-Local (Local Arts Council)	\$	25,000
24. Other Applicant Cash	\$	-
25. Total Non-IAC Cash Income	\$	1,935,500
26. IAC Request	\$	200,000
27. Total Cash Income	\$	2,135,500
28. Total in-kind	\$	225,000
29. Total Project/Operation Income	\$	2,360,500

E. National Standard for Arts Information Exchange Organizational Codes

(If the RAP will be coding all applicants, this section should be removed. If the applicants will be self-coding, this is a required section and wording.)

Use codes to complete SECTION xx.

1a. Organization Type

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group - Youth
- 07 Performance Facility
- 08 Art Museum
- 09 Other Museum
- 10 Gallery/Exhibit Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 Parent-Teacher Organization
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 31 Corporation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical

- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

1b. Organization Status

- 01 Individual
- 02 Organization - Non-Profit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

F. Glossary of Terms and Acronyms (Optional.)

Arts Organization – Has arts programming and/or service as its primary mission.

Non-Arts Organization – Does not have the arts as their primary mission. They include pre-K, elementary, secondary schools, and in some cases, colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; professional associations; public libraries; public broadcast stations; health and human services; and other public agencies and private nonprofit tax-exempt community-based organizations.

Nonprofit Organization – Must be incorporated in the state of Indiana at the time of application, and have received recognition of tax-exempt status from the Internal Revenue Service.

Presenter – An organization which enters into a purchase of service contract with a producer in order to provide arts performances, exhibits, readings, screenings, etc., created by the producer, to audiences located within the service area of the organization.

Producer – An organization that creates or organized arts performance, exhibits, readings, screenings, etc., which will be provided to audiences located outside the service area in which the organization is based.

IAC – Indiana Arts Commission, a state agency established in 1969 to increase the support, awareness, and outreach of the arts in communities across the state. The Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts.

RPI – Regional Partnership Initiative (as described on page xx). The Indiana Arts Commission and 12 community-based organizations jointly established to enhance support for arts and cultural activities statewide, especially in underserved areas.

RAP – Regional Arts Partner. These 12 organization work in cooperation with the IAC to provide four core services to artists, arts providers, and arts consumers in a specific multi-county region of Indiana. The core services are Cultural Planning, Grantsmaking, Information and Referral, and Technical Assistance.

Underserved – People lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability or other circumstances.

Financial Statement – Itemized statement of an organization's beginning and ending assets, liabilities, and fund balances for an entire fiscal year prepared according to generally accepted accounting principles.

Compilation – Itemized statement of an organization’s beginning and ending assets, liabilities, and fund balances for an entire financial year that has been prepared by a certified public accountant according to generally accepted accounting principles but does not contain an opinion or any other form of assurance by the CPA.

Review – Itemized statement of an organization’s beginning and ending assets, liabilities, and fund balances for an entire fiscal year that has been prepared by a certified public accountant according to generally accepted accounting principles and involves inquiries of management and analytical procedures and reasonableness tests.

Audit – Itemized statement of an organization’s beginning and ending assets, liabilities, and fund balances for an entire fiscal year that has been prepared by a certified public accountant according to generally accepted accounting principles, contains an examination on a test basis of the evidence supporting the amounts in the financial statements, and is designed to provide reasonable assurances that the financial statements are free of material misstatement.

Fiscal Sponsor – A fiscal sponsor is a public agency or tax-exempt not-for-profit organization eligible to apply for IAC funding that agrees to apply for funds on behalf of an Indiana nonprofit that has not yet received federal tax-exempt status from the IRS. The fiscal Sponsor is the applicant of record. The fiscal sponsor and sponsored entity must develop a written agreement that outlines the roles, responsibilities, and working relationship between the two parties. A copy of that agreement must be submitted with the application. If funding is awarded, the fiscal sponsor will be the recipient and administrator of the funds, and is legally responsible for insuring that the funds are used for the purposes stated in the project proposal. Fiscal Sponsors are encouraged to read this application booklet thoroughly to gain an understanding of all of the fiscal requirements that fiscal sponsors are required to meet.